

Criteria Definitions and Examples

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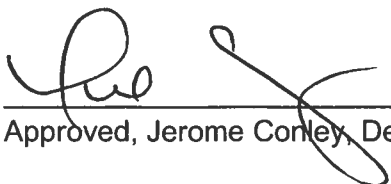
The following illustrative table has been created as a guide for helping to determine the level of strength for activities a librarian might accomplish in Service and Scholarly/Creative Activities. The Personnel Committee and a librarian's supervisor may still use their discretion to evaluate activities based on each of the definitions below. Librarians who are unsure what level an activity falls into or the level of strength of their activity may consult with both the Personnel Committee and their supervisor.

Fulfillment of the service criterion is demonstrated by the quality and extent of contributions in the following types of service: the Miami University Libraries; the University; professional associations and organizations, including library networks and consortia; and the community (which includes service to the librarian bargaining unit). A bargaining unit librarian's service record should be a mix of the above types of service

Tier	Service Activity	Scholarly/Creative Activity
<p>Planning and Foundational</p>	<p>These activities may be one-off commitments or service activities that may build a foundation for future involvement.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Service on a lower-intensity/lower impact library/university committee as a member;</i> ● <i>Single day volunteer opportunities or equivalents in service to the library or university.</i> ● <i>Service to the local community as it relates to a librarian's professional expertise or skillset</i> ● <i>Joining a professional organization (which will be represented in a separate section)</i> 	<p>These may be planning activities (i.e. submissions that may be accepted and converted to a higher tier); or are scholarly/creative activities that may build a foundation for future contributions.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Submission of a presentation proposal, grant application, academic article or book chapter for consideration</i> ● <i>Conference papers, presentations, poster sessions not requiring external review for selection;</i> ● <i>Publishing written work in any venue not requiring external evaluation and selection (such as a routine newsletter or journal article reporting committee activities);</i> ● <i>Securing an internal Miami University Libraries grant up to \$1000</i> ● <i>Book reviews published through a professional venue</i> ● <i>Submission of electronic products to a public repository</i> ● <i>Joining a professional organization (which will be represented in a separate section)</i>

<p>Strong</p>	<p>Activities that involve some level of prestige and significance which include, but are not limited to, the number of participants or people impacted and the respective organization's reach and/or reputation.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Leadership in a lower-intensity/lower impact library/university committee;</i> ● <i>Service on a state, regional, or national level committee as a member,</i> ● <i>Service as a grant or manuscript reviewer/evaluator at the state or regional level;</i> ● <i>Service on a higher intensity library committee as a member.</i> ● <i>Teaching and/or organizing workshops for communities outside of the university as it relates to a librarian's professional expertise.</i> ● <i>Service to local, regional, or state communities as it relates to a librarian's professional expertise or skillset.</i> ● <i>Election to committees and leadership positions in FAM, AAUP-AFT, excepting the positions listed in Very Strong</i> 	<p>Requires activity that undergoes external review and validation before or after dissemination.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Non-peer reviewed professional articles, book chapters, or reports;</i> ● <i>Presentations at state/regional conferences, selected through a competitive process;</i> ● <i>Presentations such as poster sessions, lightning talks, roundtables, etc, selected through a peer reviewed process</i> ● <i>Securing a state or regional grant of any amount, or a local grant between \$1,000-\$5,000;</i>
<p>Very Strong</p>	<p>Activities that show leadership roles characterized by a greater degree of prestige and significance which include, but are not limited to, the number of participants or people impacted, or committee outputs.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Appointed leadership on a state, regional, or national level committee;</i> 	<p>Involves works which have undergone positive external professional review either before or after dissemination (such as peer review) and documentable scope or impact.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Peer-reviewed published articles, papers, and book-chapters</i>

	<ul style="list-style-type: none"> ● <i>Membership on a high intensity state, regional, or national level committee;</i> ● <i>Elected or appointed to a university-wide committee;</i> ● <i>Leadership on a higher intensity library committee;</i> ● <i>Service on a higher intensity/high impact university committee.</i> ● <i>Teaching a credit-bearing class as an instructor of record for a class with prepackaged curriculum</i> ● <i>President, Librarian Vice President, negotiation team member, and grievance officer for FAM, AAUP-AFT</i> 	<ul style="list-style-type: none"> ● <i>Presentations at state, regional, or national conferences selected through a competitive, peer-reviewed process;</i> ● <i>Invited presentations at state conferences;</i> ● <i>Securing a grant from any entity from \$5,000 up to \$50,000 or any from a highly selective external grant program.</i>
<p>Excellent</p>	<p>Activity that shows distinguished leadership that has a high level of impact with equally high demands on time and attention.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Elected or appointed leadership for state, regional, or national organizations;</i> ● <i>Appointed leadership for university wide committees.</i> ● <i>Creating material for and teaching a credit-bearing class as an instructor of record</i> ● <i>Chairing or co-chairing a national or international level conference</i> ● <i>Overall demonstrable years long commitment and impact to the field through Very Strong activities</i> 	<p>Requires a body of work that is prestigious and significant and demonstrates leadership in the field.</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● <i>Longer publications involving editorial and peer-review (such as books or edited collections);</i> ● <i>Securing a grant of at least \$50,000 from any source external to the university, or being awarded an equivalent amount cumulatively;</i> ● <i>Keynote presentations at national /international conferences;</i> ● <i>Invited presentations at national/international conferences</i> ● <i>Presenting an multi-hour pre-conference workshop at the state, regional, or national level</i> ● <i>Overall demonstrable years long commitment and impact to the field through Very Strong activities</i>


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B, 10, 2025

Sample Progression Timeline

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This table provides general guidance for new librarians entering the promotion and continuing contract system, and for librarians working toward the ranks of Associate or Principal Librarian. It outlines a potential year-by-year progression, suggesting threshold numbers and providing examples of activities in each category of service/ creative activities. These examples are in no way prescriptive, but are intended to spark ideas and facilitate conversations about kinds of service and scholarship. Librarians are encouraged to contact the Personnel Committee and/or their supervisor with specific questions.

Year	Service	Scholarly/Creative Activities	Advice
1	<p>By the end of this year, regardless of intended area of strength, a librarian should:</p> <ul style="list-style-type: none"> ● Pursue service to the Libraries (or University when applicable). This is expected to continue throughout the rest of the librarian's career at Miami University. ● look to join other Planning and Foundational opportunities ● seek opportunities to serve at the Strong level or above ● 	<p>By the end of this year, regardless of intended area of strength, a librarian should:</p> <ul style="list-style-type: none"> ● begin to seek opportunities for: research projects and Presentations (preferably peer-reviewed) at the local and state level ● Explore a potential research topic(s), in consultation with your supervisor ● 	<p>A librarian and their direct supervisor should be looking in this year to identify:</p> <ul style="list-style-type: none"> ● what organizations the librarian would benefit from being a part of; ● what committees in the library and at the state/regional level the librarian might want to join; ● what scholarly interests the librarian might be interested in pursuing; ● venues for presentations and publications. <p>Overall, a librarian in this year should be predominantly pursuing Planning and Foundational activities for both Service and Scholarship. Supervisors should identify and place first year librarians on committees within the library where possible and appropriate.</p>
2	<p>By the end of this year, regardless of intended area of strength, a librarian should:</p> <ul style="list-style-type: none"> ● show service on one (1) Planning and Foundational activity ● show evidence of attempting/succeeding in joining one (1) Strong opportunities (and above) 	<p>By the end of this year, regardless of intended area of strength, a librarian should:</p> <ul style="list-style-type: none"> ● begin to produce and seek/submit: Strong Scholarly/Creative activities ● Continue to explore a potential research topic(s) or begin your research. 	<p>A librarian should start to actively pursue Strong activities in both service and scholarly/creative activities and/or continue impactful service activities from the previous year"</p>

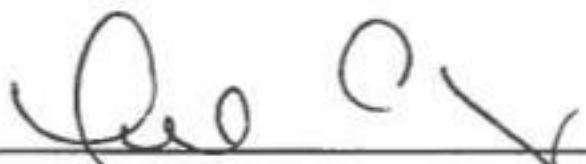
	<p>outside of the libraries</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Look for connections with other librarians and/or faculty at Miami (or other institutions) for potential collaboration • 	
3	<p>By the end of this year, a librarian should:</p> <p><u>Very Strong in Service</u></p> <ul style="list-style-type: none"> • show service on one (1) Planning and Foundational activity • show leadership responsibilities in joining one (1) Strong activity in or outside of the libraries • Show evidence of attempting/succeeding in joining one (1) Very Strong activity <p><u>Strong in Service</u></p> <ul style="list-style-type: none"> • Show service on one (1) Planning and Foundational activity • Show service on one (1) Strong activity in or outside of the Libraries. 	<p>By the end of this year, a librarian should:</p> <p><u>Very Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> • Seek/submit one (1) Strong activity AND seek/submit one (1) Very Strong activity • Have completed at least one (1) Strong activity <p><u>Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> • Seek/submit two (2) Strong activities • Complete at least one (1) Strong Activity 	<p>A librarian should start to actively pursue Very Strong activities in the area in which they wish to achieve the rank of "Very Strong" when submitting their dossier; for the other area, they should look to expand and diversify their Strong and Planning and Foundational activities. Although a librarian does not need to have successfully completed Very Strong activities by the time they turn in their annual report, there should be a record of pursuit. They may also continue impactful service and scholarly/creative activities from the previous year. Librarians intending to go up Very Strong in Scholarship are encouraged to have 2-3 proposals submitted in order to ensure they will have enough accepted scholarship by years 4 and 5.</p>

4	<p>By the end of this year, a librarian should</p> <p><u>Very Strong in Service</u></p> <ul style="list-style-type: none"> • show service on two (2) Strong activities, with leadership responsibilities in at least one (1) activity • show evidence of chairing or taking leadership responsibilities in one (1) Very Strong service activity <p><u>Strong in Service</u></p> <ul style="list-style-type: none"> • Show service on three (3) Strong activities 	<p>By the end of this year, a librarian should</p> <p><u>Very Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> • Seek/submit Strong AND Very Strong activities, with an emphasis on Very Strong. • Have completed at least one (1) Very Strong activity <p><u>Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> • Seek/submit Strong activities • Complete at least two (2) Strong activity 	<p>A librarian should continue to actively pursue Very Strong activities in the area in which they wish to achieve the rank of "Very Strong" when submitting their dossier; for the other area, they should be expanding and diversifying their Strong and Planning and Foundational activities. They should have demonstrable success, as well as a sustained record of pursuit of Very Strong and Strong activities in the applicable areas. They may also continue impactful service activities from the previous year. Librarians intending to go up Very Strong in Scholarship are encouraged to have 2-3 proposals submitted in order to ensure they will have enough accepted scholarship by years 4 and 5.</p>
5	<p>By the end of this year, a librarian should</p> <p><u>Very Strong in Service</u></p> <ul style="list-style-type: none"> • show service on two (2) Strong activities, with evidence of a leadership responsibilities on at least one (1) of those activities • show evidence of chairing or taking a leadership responsibilities in a cumulative two (2) Very Strong service activity 	<p>By the end of this year, a librarian should</p> <p><u>Very Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> • Show sustained (or increased) Strong and Very Strong research activity and research productivity • Have a cumulative minimum of two (2) Very Strong level activities completed / published by the time they apply for continuing contract. 	<p>A librarian should at this point have an established record of Very Strong activities in either Service or Scholarship by the end of their fifth year with an established record of at least Strong activities in the other category. They may also continue impactful service activities from the previous year.</p>

	<p><u>Strong in Service</u></p> <p>Show service on three (3) Strong activities with evidence of leadership on at least one (1) of those activities</p>	<p><u>Strong in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> ● Show sustained (or increased) Strong Scholarly/Creative activity ● Have a cumulative minimum of three (3) Strong level activities completed/published 	
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<p>Dossier:</p>	<p>By the time of application, a librarian should have a sustained record of Very Strong and Strong activities in their intended area of Very Strong. A librarian should have a cumulative minimum of two (2) Very Strong activities as specified by the end of Year 5.</p> <p>In addition, the librarian should have a cumulative record of Strong and Planning and Foundational activities in the other area (i.e., if they choose to go up Very Strong in Service, they should have a cumulative record of Strong activities in Scholarly/Creative activities).</p>
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	Service	Scholarly/Creative Activities	Advice
To Principal	<p>By the time of their application to Principal (minimum of three years following promotion to Associate), a librarian should:</p> <p><u>Excellent in Service</u></p> <ul style="list-style-type: none"> demonstrate progress and dedication in their service activities, though they have no fixed timeline. Candidates electing to progress to Excellent in Service should engage mostly in Very Strong service activities with at least one (1) Excellent activity. <p><u>Very Strong in Service</u></p> <ul style="list-style-type: none"> Service on at least one (1) Very Strong activity Service on at least one (1) Very Strong activity with evidence of leadership 	<p>By the time of their application to Principal (minimum of three years following promotion to Associate), a librarian should:</p> <p><u>Excellent in Scholarly/Creative Activities</u></p> <ul style="list-style-type: none"> Candidates electing to progress to Excellent in Scholarship should accomplish at least one (1) Excellent activity <p><u>Very Strong in Scholarly/Creative Activities</u></p> <p>Complete/publish at least two (2) Very Strong Level activities</p>	<p>Activities that occurred during a previous promotional cycle shall still be counted towards a librarian's application for Principal. A librarian should have a sustained record of Very Strong in both areas plus at least one (1) Excellent activity in their chosen area of Excellence by the time of their application. Librarians applying for Principal should consider their dossier a compilation of their top accomplishments and important contributions to demonstrate their sustained commitment and impact.</p>



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